NEBRASKA **V**R

REQUEST FOR TEMPORARY ACCESS

User's Preferred Name:		
	(First name)	(Last name)
Type of employment:		
□ OJE		
□ OJT		
□ SOS		
□ WBL		
Office:		
Role:		
Phone (if applicable):		
Computer to be used:		
Start Date:	Estimated End Date:	
Access Requested*:		
☐ Email/Calendar		
☐ Instant Message		
□ QE2 (Client access to the property of the property)	neir own case will be blocked)	
*CIO may take up to a week to	set up the necessary accounts.	
Office Director Signature:		
Date:		

Office Directors/Supervisors email this completed request form to Lindy Foley for her approval. Lindy will forward to HR/IT staff when approved.